

Board of Trustees Meeting Minutes
Milne Public Library, 1095 Main Street, Williamstown
Wednesday, April 9, 2025 at 5:30pm

Trustees Present: Micah Manary (Chair), Anna Halpin-Healy (Treasurer), Katy Evans (Secretary), Ben Lee-Cohen, Robin Lenz, Bridget Spann

Trustee Absent: Jared Della Rocca

Staff Present: Angela Zimmermann (library director), Kira Williams (Adult Services librarian)

Others Present: Stephen Winkler (representing the Friends), Michael Sussman

The meeting was called to order by Micah at 5:31pm.

Reports

I. Staff Visit - Welcome Kira!

Kira began her position as Adult Services Librarian and Volunteer Coordinator in February 2018. Her responsibilities include adult programming (planning and scheduling events), coordinating volunteers, answering reference and technology questions, managing complex interlibrary loan (ILL) requests, assisting with collection development, maintaining the library catalog and other records, and chairing the new Sustainability Committee.

II. Secretary Report (Minutes from March) (Katy and Ben)

Bridget suggested adding Ben's name as the writer of the March minutes. Anna moved to approve the minutes with this edit and Robin seconded. Anna, Robin, Micah, and Bridget voted to approve. Ben and Katy abstained.

III. Treasurer's Report (Anna)

Anna submitted a letter on March 21 to the Select Board to request to pay the fence invoice from the Botsford Fund and is still waiting on approval. The invoice has been paid so the question now is which fund or account the cost will be drawn from.

Micah moved to accept the report as written and Ben seconded. All voted in favor, except Anna, who abstained.

IV. Director's Report (Angie)

Circulation was up last month!

In the process of updating the sign in front of the library with a bigger, blue sign. When it arrives, we will decide on location (current posts or previous posts).

YTD budget is in good shape, but will likely end up a little over because of costs out of the library's control (e.g. electrical). Still waiting to hear back from town about allocating electrical bills to the capital funds.

We're still waiting on the replacement boilers.

V. Friends' Report (Stephen)

Chapter Two traffic is picking up as the weather improves. The Friends have been making an effort to connect with other entities in town to increase visitors to the store.

VI. Library Best Practices Manual for Staff & ICE Procedures (Angie)

Updates on previous manual to improve tone and clarify certain sections (e.g. procedures for when the Director is out of the building).

No patron circulation information is released by the library and circulation histories are not kept for individual patrons.

It was suggested that the library indicate in our procedures how we might share information with Williams College about ICE presence.

VII. Buildings and Grounds (Ben)

Committee didn't meet in the last month, but is currently working on approaches to collaborating with the Town more effectively.

Old Business

VIII. Revised Library Use Policy (Micah and Angie)

Policy now includes parking and grounds policies discussed at last meeting. May eventually rescind separate parking policy, but leaving it in place now.

IX. **MakerSpace (Ben)**

Committee met and toured Makerspace in Adams. Still deciding what space to use within the library – will keep meeting rooms available and work with the Friends to put it in the Friends area of the library.

New Business

X. **Director Evaluation (Micah)**

A digital survey was sent to Trustees, Friends, Staff, Town employees, and community members. Some opted for in-person feedback sessions. Director Evaluation sub-committee still gathering and processing the feedback, though it's wholly positive with some interesting ideas for the future.

Trustee meeting in May will involve setting goals for the coming year.

XI. **DEI Report for the DIRE Committee (Katy)**

Discussion of change in leadership in DEI committee and recognition of contributions to the report from Brianna (staff) and Elizabeth (Friends).

Micah moved to accept report as written and Robin seconded. All voted in favor, though Katy abstained.

XII. **Other Business**

Building Committee (Micah)

Micah is preparing a letter of intent to have on hand when state library construction funding re-opens. Grant cycle will likely open in approximately 5 years, so current library building will need to work for us for another 6-10 years.

Shared-use buildings are not excluded from state grants. Micah will seek additional information from MBLC and Trustees will continue discussion with the Town about its vision.

Library In-Service Training Lunch (Angie)

Angie requested \$500 to pay for lunch during the staff in-service training on May 16, 2025. Anna moved to approve the expenditure of this amount for this purpose from the Annual Fund. Robin seconded. All voted in favor.

Trustee Self-Evaluations (Micah)

Trustees will discuss self-evaluations at the May meeting. Micah will send an email to Trustees with the self-evaluation form and questions to consider.

Micah moved to adjourn, Ben seconded, and all voted in favor.

The meeting was adjourned at 6:44pm.

Next meeting will be held May 14, 2025.

Minutes written by Katy Evans, Secretary